

ARIZONA ARMY NATIONAL GUARD
Deputy Chief of Staff for Logistics
Supply, Services, and Transportation Division
5645 East McDowell Road
Phoenix, Arizona 85008-3442

AZAA-LOS

23 May 2000

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Personal Clothing and Central Clothing Distribution Facility Standing Operating Procedures (SOP)

1. **SUGGESTED IMPROVEMENTS:** The proponent of this Standing Operating Procedure (SOP) is the Deputy Chief of Staff for Logistics (DCSLOG), Arizona Army National Guard. Users are invited to send comments and suggested Improvements to Supply Systems Analyst, ATTN: AZAA-LOS, 5645 E. McDowell Rd. Phoenix, AZ 85008-3442.
2. **PURPOSE:** This SOP provides detailed guidance to supplement Army regulations, higher Headquarters guidance and to detail issues not covered in other regulations concerning Personal Clothing, the Central Clothing Distribution Facility and the DCSLOG Warehouse.
3. **SCOPE:** This SOP covers specific procedures that are necessary for all customer units and activities supported by this Installation Support Activity (ISA).
4. **APPLICABILITY:** This SOP applies to all organizations, units and activities supported by the Supply, Services and Transportation Division of the DCSLOG, the DCSLOG Warehouse and the Central Clothing Distribution Facility in Lexington, KY.
5. **GENERAL:** The Central Clothing Distribution Facility (CCDF) is the primary source of personal clothing for soldiers of the Arizona Army National Guard.
6. **ORDERING NONSTOCKED ITEMS AND DISTINCTIVE UNIT INSIGNIA:**
 - a. Items which have a NSN, but are not available through the CCDF will be purchased through the MILSTRIP system. Request the item using the ULLS-S4 system with a routine requisition.
 - b. Items, which do not have a NSN (special measurement clothing and footwear), must be ordered using the guidance outlined in AR 700-84, chapter 7. (**Note:** The address listed for the special measurement team in AR 700-84, chapter 7 dated 28 Feb 1994 is incorrect. The correct address is Directorate of Clothing and Textiles, Attn: DSCP-CRDA Special Measurement Team, Bldg. 6D, 700 Robbons Ave, Philadelphia, PA 19111-5096. Direct questions concerning this to the Special Measurement Team, DSN: 444-2482 or DSN: 444-2461.) TM 10-227 (Fitting of Women's Clothing) may be helpful for fitting of female clothing. Measuring devices for

AZAA-LOS

SUBJECT: Personal Clothing and Central Clothing Distribution Facility Standing Operating Procedures (SOP)

footwear are available through the supply system. NSN 8335-01-463-7079 is for men and 8335-01-463-8139 is for women. Appropriate measurement procedures for clothing are contained in TM 10-227 and SB 10-523. The unit Supply Sergeant is responsible for measuring the individual and placing the order. The Clothing Manager at the DCSLOG warehouse is available for assistance.

c. Distinctive Unit Insignia (better known as unit crests) will be available through the Clothing Manager at the DCSLOG warehouse. Request these insignia through your unit supply sergeant. Unit Supply Sergeants are to use DA Form 3078 to order Unit Insignia.

d. Name plates for Class A and B uniforms will be available through the Unit Supply Sergeant. Unit Supply Sergeants are to use DA Form 3078 to order nameplates. The clothing manager at the DCSLOG warehouse will accept the DA Form 3078's and obtain the nameplates.

7. INSUFFICIENT ORDERING AUTHORITY (OA):

a. Units must remain within their ordering authority. If the OA is less than the requested order amount, the CCDF Internet ordering system will not process the order. When the OA is insufficient to place the next order, the unit should notify their higher headquarters, call the State CCDF Manager at 267-2825 and they will attempt to secure additional funding. Unscheduled OA increases will be considered on a case by case basis.

b. OA is allocated to each unit based on their authorized strength, and members of the bargaining unit. This is generally provided on a quarterly basis when NGB delivers the available allotment.

8. BULK ORDERS:

a. Units may bulk order any item which their soldiers are authorized from the CCDF. Each unit is authorized to stock up to \$1,000 of items not provided by the DCSLOG warehouse on a free issue.

b. Occasionally the DCSLOG warehouse will receive bulk orders of items. These will be available to units at no cost. These may include unit patches, pin on rank, or other items. Units will be notified when they are available.

9. TECHNICIAN CLOTHING POLICY:

a. All full time non-supervisory technicians (Bargaining Unit Members) are authorized up to four sets of their duty uniform per year (e.g., duty uniform may be Class B and BDU. Therefore, the bargaining unit member may request any combination of BDU's and Class Bs that add up to their four sets of duty uniforms) through the CCDF. This will be a one for one exchange of an unserviceable duty uniform turned-in to their unit supply sergeants. The uniform will be issued and/or exchanged with all insignias required by regulation (or the employer) already sewn on at the time of issue and/or exchange (not to exceed six (6) insignia).

AZAA-LOS

SUBJECT: Personal Clothing and Central Clothing Distribution Facility Standing Operating Procedures (SOP)

b. All traditional National Guard personnel are authorized up to four sets of BDUs every three years through the CCDF (as outlined in AR 700-84 Ch. 14).

c. Bargaining Unit members (technicians) with work responsibilities that create excessive wear and tear of their BDU uniforms (wear and tear as described IAW AR 700-84) will have additional BDU uniforms provided when a sufficient quantity is retained by the DCSLOG warehouse. It is anticipated that these would be made available when there is sufficient stock to supply two sets of BDUs per eligible technician.

d. Bargaining units members who are warrant officers and commissioned officers (e.g. non-supervisory positions) are authorized the same issue as stated in para 9.a. above. Unit Supply Sergeants will place these uniforms on the officer's OCIE record, DA Form 4886. Replacement is the same as para 9.a. Unit Supply Sergeants will order Officer and Warrant Officer clothing through AAFES with their unit IMPAC credit card obligating 2065 funds.

10. TURN-IN OF CLOTHING:

a. Due to mission constraints, scheduled appointments are required for turn-in of clothing. This process will insure prompt processing of customers and reduce error rates. This will be a separate appointment from the DCSLOG receiving or ammunition departments. The Clothing Manager will strive to set appointments in conjunction with appointments set with other departments.

b. The Clothing Manager of the DCSLOG Warehouse will inspect all clothing to insure all documentation is properly annotated. The unit representative will correct any discrepancies on the spot. As outlined in Chapter 9 of the CCDF user handbook, units are responsible for the removal of all sewn on patches except for U.S. ARMY.

c. Clothing that is to be sent back to the CCDF in Kentucky for credit will be handled according to Chapter 9 of the CCDF Users Handbook. Units will turn the clothing in to the Clothing Manager and the DCSLOG Warehouse will send the items via a package delivery service.

d. Supply representatives must allow enough time to inspect the clothing with the Clothing Manager at the time of turn-in.

e. DA Form 3161 will accompany the unit turn-in. This form will be properly completed IAW AR 700-84, Para 15-8.

f. The request column will reflect the quantity turned-in. The Clothing Manager will indicate the quantity received and sign and date the form.

AZAA-LOS

SUBJECT: Personal Clothing and Central Clothing Distribution Facility Standing Operating Procedures (SOP)

g. Distribution of the DA Form 3161 is as follows:

- (1) The original will be sent to the unit for posting.
- (2) One copy will be forwarded to the BN S4.
- (3) One copy will be filed in the Warehouse Turn-in file.

h. All units/activities must submit a DA Form 1687 for turn-in and pick-up of clothing from the DCSLOG Warehouse. The 1687 must specify which classes of supply an individual is authorized to turn-in or pick-up.

11. AUTHORIZED ORDERS:

a. The CCDF ordering system will permit items to be ordered regardless of the unit or individual having authorization to acquire that item. Units must ensure that they are authorized to order all items they request for purchase.

b. If a unit is not sure if they are authorized to purchase an item they should call either the Clothing Manager at the DCSLOG Warehouse or the State CCDF Manager.

12. BILLING RECONCILIATION:

a. Each unit with a clothing account should reconcile their placed orders, received orders, back ordered items and prices for accuracy and missing orders monthly.

b. If discrepancies or negative trends are detected, the Unit Supply Sergeant should call the State CCDF Manager to discuss remedies.

13. DOCUMENT REGISTER:

a. When each order is placed, the system provides a receipt with a list of all items ordered and the document number used to order those items. Each time an order is placed, the ordering unit will retain the receipt for accountability purposes. Receipts will be maintained in a binder or folder in sequential order.

b. Document numbers will consist of the unit ULLS-S4 DODAAC followed by the Julian date and the first order of that day will begin with the number of 0375. Each subsequent order on the same day will have sequential numbers through 0399.

14. STEEL TOE BOOTS:

a. Steel toe boots for traditional National Guard soldiers will be ordered through the MILSTRIP system. All units will order LIN# C08871, Boots Climber Blucher, Leather Black Safety Steel for all soldiers (traditional and Bargaining Unit Members) (technicians) who's duties require them. For non-sparking safety boots (for fuel and ammunition handlers), call the state

AZAA-LOS

SUBJECT: Personal Clothing and Central Clothing Distribution Facility Standing Operating Procedures (SOP)

CCDF manager for information. Funding for these boots will come from the unit 2065 funds and will be annotated on their OCIE clothing record.

b. Permanent Bargaining Unit Members (technicians) that require steel toe boots for their full time duty position will have them provided by their shop, warehouse, WAATS or AASF. Temporary employees will utilize steel toe boots from their unit. These safety boots must be black, in a military style and cost no more than \$150.00. The shop, warehouse or AASF will use their funds and IMPAC credit card to purchase the boots. Immediate supervisors will ensure boots are annotated on soldier OCIE clothing record at their unit. Soldiers with special needs must request their Safety Boots through the Supply Management Officer (SMO).

15. **COVERALLS:** Coveralls for National Guard soldiers will be procured through the MILSTRIP system. Use LIN# V33538, Coveralls, Mechanics Woodland Camo for this item.

16. **COLD WEATHER CLOTHING:**

a. Bargaining Unit Members (technicians) will procure the same coveralls as stated above. An optional standard cold weather coverall (see LIN #F31439 below) may also be procured for cold weather areas. They will be purchased with a military unit IMPAC card.

b. Permanent Bargaining Unit Members (technicians) who are vehicle and aviation maintenance personnel are additionally authorized two sets of cold weather under garments. Drawers LIN# D49418, Shirt LIN # U86178.

c. Vehicle and Aviation maintenance personnel are authorized cold weather clothing if required to work outdoors for extended periods of time in cold climate areas. The following items will be ordered through the unit Supply Sergeant and be placed on the bargaining members unit OCIE clothing records, DA Form 4886.

<u>LIN</u>	<u>Nomenclature</u>	<u>Quantity</u>
G67081	Gloves, Insulated Black	1 pair
F31439	Coveralls, Dark Green Insulated	1 pair
Or		
P69699	Parka, Extreme Cold Weather (Gore-Tex)	1 each
T35375	Trousers, Extreme Cold Weather (Gore-Tex)	1 each
Local Purchase	Boot, Insulated w/safety toe (In lieu of 1 pair Safety toe boots)	1 pair

AZAA-LOS

SUBJECT: Personal Clothing and Central Clothing Distribution Facility Standing Operating Procedures (SOP)

d. Bargaining Units Members (technicians) covered under sub-paragraph 16a will be authorized 1 (one) pair boots, insulated with safety toe in lieu of 1 (one) pair safety toe boots. The safety toe boots are authorized for local purchase in accordance with published procedures.

e. Items covered in sub paragraph 16a&b will be replaced under guidelines for fair wear and tear IAW AR 700-84.

f. Cold weather clothing issue and availability is contingent on Annual Funding Program from National Guard Bureau.

17. **REFERENCES:** DA Pam 710-2-2, AR 700-84, AR 32-15 and AZ STARC Pam 710-2-1, CTA 50-900 and the Central Clothing Distribution User Handbook.

FOR THE DCSLOG:

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Supply Management Officer

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